



***HOPEWELL COMMUNITY CENTER***

***OPERATIONS POLICY***

**Approved: Recreation Commission, January 2000**

Prices revised 7/1/10

## **I. Purpose**

The purpose of the Hopewell Community Center is to provide a place for recreation for the citizens of Hopewell and visitors. The Recreation Commission establishes the operating policies, rules and regulations with approval by City Council of Hopewell that may amend, alter or change such policies as deemed necessary. Hopewell Recreation and Parks Department maintain the facility under the direction of the Director or Designee.

## **II. Use Of The Building**

Section 1. The following groups are eligible to use the Hopewell Community Center for meetings, social, civic, educational, recreational, philanthropic, benevolent or charitable purpose:

- A. Groups under the sponsorship or direction of Hopewell Recreation and Parks.
- B. Departments or agencies of the City government as approved by the City Manager. For the purposes of this policy, local or regional agencies which receive funding support from City of Hopewell may be treated as City agencies as determined by the City Council (example: John Randolph Foundation).
- C. School organizations for special events as approved by the appropriate principal.
- D. Nonprofit, civic or charitable, tax exempt organizations serving City of Hopewell.
- E. Nonprofit, non-charitable social groups within the City.
- F. Responsible individuals or organizations within the City.
- G. Commercial or profit generating individuals or enterprises.

Section 2. The following are not eligible to use the Center:

- A. Groups or individuals which have been banned for misuse of city facilities.
- B. Church services.

Section 3. Organizations desiring to use the Community Center should apply by completing the appropriate application forms and submitting at least thirty (30) days in advance of proposed use. Applications will be approved, modified or disapproved by the Director or Designee.

Section 4. Use of the building will be granted in the order in which written application and complete fees (as application) is received as long as such use does not interfere with scheduled programs. For groups listed under Section 1 A and B there shall be no limit on the frequency of reservations or interval between reservations. All other groups will be limited to two (2) applications at one time for dates with a minimum of thirty days between uses.

Section 5. Every applicant who receives permission to use the building shall, during the time of such use, be responsible for the preservation of law and order on the property and be responsible for damage to the building and equipment while using same. Any individual or organization that abuses the property or fails to comply with all rules and requirements will be financially responsible for any damage. Such groups may also be denied further use of the facility.

Section 6. Equipment and special facility arrangements that are available at the Community Center may be requested on the written application. If approved for use, such equipment may require a deposit and rental charge.

Section 7. Applicants will receive the building maintenance list outlining user responsibilities. The building supervisor will inspect the building to determine if the applicant has fulfilled the agreement. Failure to fulfill this agreement may result in a clean up fee.

Section 8. Users shall comply with all smoking, fire, alcoholic beverage, safety and state regulations for public gatherings.

Section 9. Approved security may be required for certain events at the discretion of the Director or Designee.

Section 10. Permission for groups composed of persons under 21 years of age to use the Community Center will be granted only to adults over 21 years of age who accept responsibility of supervision throughout the activity. The minimum acceptable ratio is one adult for fifteen youths or fraction thereof. **If a request does come in from someone who is under age, the Director or designee can approve the request.**

Section 11. Decorations will be allowed under the following conditions: All material used for decorations are flameproof; no nails, tacks, or staples shall be used on walls, ceilings, or equipment; fire hoses or extinguishers shall not be covered by decorations or any obstruction placed as to prohibit their use in case of emergency. Decorations shall be removed at the conclusion of the booked period.

Section 12. The burning of candles or any open flame is not allowed unless advance permission of the Director or Designee is obtained.

Section 13. No animals or pets will be permitted in the building unless approved by the Director or Designee. Animals used for the assistance of sight impaired individuals are exempt from this requirement.

Section 14. No smoking is authorized in the Community Center at any time.

Section 15. The installation or use of electrical wiring or appliances on any of the circuits of the building will be permitted only with advance approval of the Director or Designee.

Section 16. Organizations using the Community Center on a regular basis may be permitted to store in the building such personal property as specified by the Director or Designee annually in writing, IF SPACE IS AVAILABLE, upon the following terms and conditions.

- A. The property must be contained in approved storage containers in a location specified by the Director or Designee marked with the name of the organization; and
- B. The owner of the property agrees to hold and keep the Community Center and City free and harmless from liability due to damage or loss of property.

### **III. Fees and Charges**

#### Section 1. Deposits

- A. A \$20 refundable security deposit is required for all events that are scheduled **unless deemed waived by the department.**
- B. A \$100 deposit is required during holiday seasons which include the following: Memorial Day weekend, 4<sup>th</sup> of July weekend, Thanksgiving weekend, and the Christmas season which is defined as December 20 through January 3.
- C. For groups listed under “Use of the Building” Section 1. A and B, a deposit is not required. A deposit is required for all other groups regardless of fee structure.

#### Section 2. Schedule of fees for activities:

- A. Rental fees will be waived for all activities in “Use of the Building” Section 1. A, B, and C.
- B. Rental fees will be waived limited to one event each calendar year for activities defined in “Use of the Building” Section 1. D. However if scheduled event is during non-hours of operation, a supervisor’s fee must be paid. Organizations wishing to hold additional events must pay the appropriate rental fee.
- C. All other groups (defined in “Use of the Building” Section 1. E and F and other-than-first-bookings for D) will be charged the following fees:

Meeting Room	\$26.00/up to 3 hrs for resident \$6.00 for each additional hour
Meeting Room	\$47.00/up to 3 hrs for non-resident \$6.00 for each additional hour
Kitchen & Meeting Room	\$48.00/up to 3 hrs for resident \$6.00 for each additional hour
Kitchen & Meeting Room	\$68.00/up to 3 hrs for non-resident \$6.00 for each additional hour
Craft Room	\$26.00/up to 3 hrs for resident \$6.00 for each additional hour
Craft Room	\$47.00/up to 3 hrs for non-resident \$6.00 for each additional hour
Full Gym	\$51.00/up to 1 hr for resident \$65.00/up to 1 hr for non-resident
Half Gym	\$26.00/up to 1 hr for resident \$36.00/up to 1 hr for non-resident
Pool	\$55.00/up to 1 hr for resident \$75.00/up to 1 hr for non-resident

Section 3. Building Supervision Charge: A building supervision fee of **\$12.00** per hour will be charged of all groups or individuals using the building with the exception of activities defined in Section 1 A, B and C occurring during normal business hours or when the building is otherwise staffed for department activities. **If the pool is rented, lifeguards will be paid their hourly rate during the time the pool area is used. After hours, time and a half for lifeguards and also a custodian rate of \$12.00 per hour. These after hour fees allow us to bring in a staff member at their hourly rate as well as covering FICA, Workers Comp, etc.**

Section 4. Those groups using the facility during normal business hours will be required to pay a fee as defined below for set-up, breakdown and clean-up. Any group wishing to accomplish these tasks themselves may do so without paying the fee.

#### **IV. Attachments**

1. Charts of Building Rental Fees
2. Official Occupancy Limits
3. Current Application Form
4. Maintenance Requirement List

**Rental Fees  
Meeting Room/Kitchen/Supervision**

Hours	Building Rental		Building Supervision Fee	Total Costs	
	Resident	Non-Resident		Resident	Non-Resident
3	\$ 48.00	\$ 68.00	<b>36.00</b>	<b>84.00</b>	<b>104.00</b>
6	\$ 96.00	\$ 136.00	<b>72.00</b>	<b>168.00</b>	<b>208.00</b>
9	\$144.00	\$204.00	<b>108.00</b>	<b>252.00</b>	<b>312.00</b>
12	\$192.00	\$272.00	<b>144.00</b>	<b>336.00</b>	<b>416.00</b>
15	\$240.00	\$340.00	<b>180.00</b>	<b>420.00</b>	<b>520.00</b>
18	\$288.00	\$408.00	<b>216.00</b>	<b>504.00</b>	<b>624.00</b>
21	\$336.00	\$476.00	<b>252.00</b>	<b>588.00</b>	<b>728.00</b>
24	\$384.00	\$544.00	<b>288.00</b>	<b>672.00</b>	<b>832.00</b>

**For each additional hour add \$6.00 for meeting room/kitchen and 12.00 for supervision.**

Add \$100 to the total cost of the rental on the following days:

Memorial Day weekend, 4<sup>th</sup> of July weekend, Thanksgiving weekend, and the entire Christmas season this is defined as December 20 through January 3.

- Please include set-up and clean up in total number of hours.

**Rental Fees  
Craft Room/Supervision**

Hours	Building Rental		Building Supervision Fee	Total Costs	
	Resident	Non-Resident		Resident	Non-Resident
3	\$ 26.00	\$ 47.00	<b>36.00</b>	<b>62.00</b>	<b>83.00</b>
6	\$ 52.00	\$ 92.00	<b>72.00</b>	<b>124.00</b>	<b>164.00</b>
9	\$ 78.00	\$ 138.00	<b>108.00</b>	<b>186.00</b>	<b>246.00</b>
12	\$104.00	\$184.00	<b>144.00</b>	<b>248.00</b>	<b>328.00</b>
15	\$130.00	\$230.00	<b>180.00</b>	<b>310.00</b>	<b>410.00</b>
18	\$156.00	\$276.00	<b>216.00</b>	<b>372.00</b>	<b>492.00</b>
21	\$182.00	\$322.00	<b>252.00</b>	<b>434.00</b>	<b>574.00</b>
24	\$208.00	\$368.00	<b>288.00</b>	<b>496.00</b>	<b>656.00</b>

**For each additional hour add \$6.00 for meeting room/kitchen and \$12.00 for supervision.**

Add \$100 to the total cost of the rental on the following days:

Memorial Day weekend, 4<sup>th</sup> of July weekend, Thanksgiving weekend, and the entire Christmas season this is defined as December 20 through January 3.

- Please include set-up and clean up in total number of hours.

**Rental Fees  
Full Gym/Supervision**

Hours	Building Rental		Building Supervision Fee	Total Costs	
	Resident &	Non-Resident		Resident &	Non-Resident
3	\$ 153.00	\$193.00	<b>36.00</b>	<b>189.00</b>	<b>\$231.00</b>
6	\$ 306.00	\$390.00	<b>72.00</b>	<b>378.00</b>	<b>\$462.00</b>
9	\$ 459.00	\$585.00	<b>108.00</b>	<b>567.00</b>	<b>\$693.00</b>
12	\$ 612.00	\$780.00	<b>144.00</b>	<b>756.00</b>	<b>\$1155.00</b>
15	\$ 765.00	\$975.00	<b>180.00</b>	<b>945.00</b>	<b>\$1098.75</b>
18	\$ 918.00	\$1170.00	<b>216.00</b>	<b>1134.00</b>	<b>\$1386.00</b>
21	\$1,071.00	\$1365.00	<b>252.00</b>	<b>1323.00</b>	<b>\$1617.00</b>
24	\$1,224.00	\$1560.00	<b>288.00</b>	<b>1512.00</b>	<b>\$1848.00</b>

**For each additional hour add \$51 for full gym and \$12.00 for supervision.**

Add \$100 to the total cost of the rental on the following days:

Memorial Day weekend, 4<sup>th</sup> of July weekend, Thanksgiving weekend, and the entire Christmas season this is defined as December 20 through January 3.

- Please include set-up and clean up in total number of hours.

**Rental Fees  
Half Gym/Supervision**

Hours	Building Rental		Building Supervision Fee	Total Costs	
	Resident &	Non-Resident		Resident &	Non-Resident
3	\$ 78.00	\$108.00	<b>36.00</b>	<b>114.00</b>	<b>144.00</b>
6	\$156.00	\$216.00	<b>72.00</b>	<b>228.00</b>	<b>288.00</b>
9	\$234.00	\$324.00	<b>108.00</b>	<b>342.00</b>	<b>432.00</b>
12	\$312.00	\$432.00	<b>144.00</b>	<b>456.00</b>	<b>576.00</b>
15	\$390.00	\$540.00	<b>180.00</b>	<b>570.00</b>	<b>720.00</b>
18	\$468.00	\$648.00	<b>216.00</b>	<b>684.00</b>	<b>864.00</b>
21	\$546.00	\$756.00	<b>252.00</b>	<b>798.00</b>	<b>1008.00</b>
24	\$624.00	\$864.00	<b>288.00</b>	<b>912.00</b>	<b>1152.00</b>

**For each additional hour add \$26 for half gym and \$12.00 for supervision.**

Add \$100 to the total cost of the rental on the following days:

Memorial Day weekend, 4<sup>th</sup> of July weekend, Thanksgiving weekend, and the entire Christmas season this is defined as December 20 through January 3.

- Please include set-up and clean up in total number of hours.

**Rental Fees  
Pool/Supervision**

<b>Hours</b>	<b>Building Rental Resident &amp; Non-Resident</b>		<b>Building Supervision Fee</b>	<b>Total Costs Resident &amp; Non-Resident</b>	
3	\$ 165.00	\$225.00	<b>36.00</b>	<b>201.00</b>	<b>\$ 261.00</b>
6	\$ 330.00	\$450.00	<b>72.00</b>	<b>402.00</b>	<b>\$ 522.00</b>
9	\$ 495.00	\$675.00	<b>108.00</b>	<b>603.00</b>	<b>\$ 783.00</b>
12	\$ 660.00	\$900.00	<b>144.00</b>	<b>804.00</b>	<b>\$1044.00</b>
15	\$ 825.00	\$1125.00	<b>180.00</b>	<b>1005.00</b>	<b>\$1305.00</b>
18	\$ 990.00	\$1350.00	<b>216.00</b>	<b>1206.00</b>	<b>\$1566.00</b>
21	\$1155.00	\$1575.00	<b>252.00</b>	<b>1407.00</b>	<b>\$1827.00</b>
24	\$1320.00	\$1800.00	<b>288.00</b>	<b>1608.00</b>	<b>\$2088.00</b>

**For each additional hour add \$55 for pool and 12.00 for supervision.**

Add \$100 to the total cost of the rental on the following days:

Memorial Day weekend, 4<sup>th</sup> of July weekend, Thanksgiving weekend, and the entire Christmas season this is defined as December 20 through January 3.

- Please include set-up and clean up in total number of hours.

## Community Center Occupancy Limits

THESE LIMITS MUST BE ADHERED TO BY ALL GROUPS USING THE BUILDING  
Maximum allowed under Virginia Fire Regulations

1.	<b><u>Full Gym</u></b> Set-Up Style	Maximum #
	A. Stand up with stage & dance floor (Open floor with chairs & tables along walls)	517
	B. Sit down with stage & dance floor (Theater style, tables & chairs)	517
	C. Sit down with stage only (Theater style, tables & chairs)	517
	D. Sit down with neither stage nor dance floor (theater style, tables & chairs)	517
	E. Lecture, with stage (theater style, chairs)	960
2.	<b><u>Meeting Room</u></b>	
	A. Theater style with chairs & lectern	124
	B. Tables & chairs, conference table style	58
3.	<b><u>Craft Room</u></b>	
	A. Theater style with chairs & lectern	100
	B. Tables & chairs, conference table style	46
4.	<b><u>Pool</u></b>	
	A. 50 Swimmers	

- Divide the maximum number of occupants by one half if only one half of the gym will be used.

## **Community Center Cleaning Staff Referrals**

The following is an alphabetical listing of individuals who may be available for the Community Center building to clean up after rentals/usage. **The cost would be \$12 an hour to perform this task for you.**

**Rodney Zevgolis  
Charles Baker  
Eric Dunbar  
Robert Blackmon**

## **Community Center Cleaning Requirements**

Applicants are responsible for the set up and break down of areas used.

All applicants are required to perform general maintenance after their functions and in the specific area in which the event takes place. The portable dolly and the table placement cart are to assist in proper placement of items you are likely to move out of their original positions. Your deposit **MAY BE FORFEITED** if your responsibility is not satisfactorily performed as stated in this contract. All supplies can be found in the maintenance closet (See Center Supervisor).

These areas must be left clean after use:

### **Lobby**

- Return all furniture to its original position.
- Pick up all trash, empty to outside dumpster and replace trash liner. Liners are located in the maintenance closet.
- Vacuum over carpet in lobby.
- Clean up any birdseed that may be in the lobby.

### **Gym**

- Pick up all trash, empty to outside dumpster.
- Clean up any spills with clean, hot, soapy water.
- Return tables and chairs to proper set up. Stack chairs (12 to a pile) by color and style. Your group may be asked to return tables and chairs in a different arrangement than they were in when you arrived.
- Pick up all trash, empty to outside dumpster.
- Vacuum over carpet as necessary.

## **Meeting Room**

- Return tables and chairs to original position.
- Vacuum carpet as necessary.
- Clean chalkboard if used.

## **Kitchen**

- Sweep up debris on floor.
- Pick up all trash, empty to outside dumpster.
- Wipe down surfaces of counters and appliances with damp cloth.
- Check oven and range drip pans for excess spillage. Drip pans must be left clean.
- Remove all food from refrigerator and oven.
- Place ice scoop in ice machine in holder on the door.

## **Restrooms**

- Pick up all trash, empty to outside dumpster.
- Wipe down sinks, toilets and urinals.
- Dust mop floor and dispose of debris.
- Wipe down mirror glass with window cleaner.

## **Outside**

- Police parking lot for trash.
- Clean butt cans.
- Dump trashcans in entrance area if used.
- Sweep all birdseed from wedding receptions.

BE SURE TO PICK UP ALL TRASH AND DEPOSIT IT IN DUMPSTER OUTSIDE. NO RICE MAY BE USED AT WEDDING RECEPTIONS, ONLY BIRDSEED.

**For Administrative Use Only**

Does this reservation require staff to work outside the normal hours of the Center's daily operation hours? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, the staff person making this reservation has contacted the appropriate supervisor to secure help for the event.

Name of person making reservation: \_\_\_\_\_

Name of individual(s) covering necessary hours outside of normal Center Operations: \_\_\_\_\_

**Application For the use of the  
Community Center  
100 West City Point Road  
Hopewell, Virginia 23860**

1. Name of person, group or organization requesting use of the facility: \_\_\_\_\_

2. Check One

\_\_\_\_\_ School organization events approved by the principal

\_\_\_\_\_ Non-profit, civic or charitable, tax-exempt organizations serving the City of Hopewell

\_\_\_\_\_ Non-profit, non-charitable social groups within the city for non-admission fee activities only

\_\_\_\_\_ Responsible individuals or organizations with the city for non-admission fee activities only

\_\_\_\_\_ Others (such as private wedding receptions)

Please specify \_\_\_\_\_

3. Area of the facility requested:

\_\_\_\_\_ Gymnasium      \_\_\_\_\_ ½ Gymnasium      \_\_\_\_\_ Pool

\_\_\_\_\_ Meeting Room      \_\_\_\_\_ Kitchen      \_\_\_\_\_ Craft Room

4. Date facility requested for use: \_\_\_\_\_

5. Time facility requested (must include set up and clean up time) \_\_\_\_\_

6. Describe intended use of the facility: \_\_\_\_\_

7. Approximately number of persons: \_\_\_\_\_
8. A. Will admission be charged? \_\_\_\_\_ B. If yes, how much \_\_\_\_\_
9. Tax exempt number: \_\_\_\_\_
10. Will decorating be used? \_\_\_\_\_ No decorations are to be attached to ceiling tiles or walls.
11. Will any of the Center's equipment be used? \_\_\_\_\_  
If yes, what equipment is requested? \_\_\_\_\_
12. Will event be open to the public or private party? \_\_\_\_\_
13. Date of last use by this group: \_\_\_\_\_
14. Who will be cleaning the building?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

You may contact the Center at (804) 541-2353 for information on cleaning

IT IS UNDERSTOOD THAT I/WE COMPLY WITH OPERATING POLICY OF THE COMMUNITY CENTER. ALL LOCAL AND STATE ORDINANCES, LAWS, RULES AND REGULATIONS. NO ACTIVITY WILL BE ALLOWED TO CONTINUE PAST THE HOUR OF 1:00 A.M.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Applicant's complete mailing address

\_\_\_\_\_  
Phone Number/ Home & Work

\*\*\*\*\*

**ADMINISTRATIVE USE ONLY**

1. Rental Fee Breakdown

Basic Rent: \_\_\_\_\_

Extra Hours: \_\_\_\_\_  
Kitchen: \_\_\_\_\_  
Supervision: \_\_\_\_\_  
Security Deposit: \_\_\_\_\_  
**Total Due:** \_\_\_\_\_

2. Date rental fee received \_\_\_\_\_

Receipt No. \_\_\_\_\_

3. Recommended approval \_\_\_\_\_ Disapproval \_\_\_\_\_

4. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Application Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Signature of Director or Designee

\_\_\_\_\_  
Date of Signature

6. Confirmation letter sent \_\_\_\_\_ Date \_\_\_\_\_

7. Amount of deposit received \_\_\_\_\_ Date \_\_\_\_\_  
Receipt Number \_\_\_\_\_

8. Comments: \_\_\_\_\_  
\_\_\_\_\_

## Hopewell Recreation & Parks

### Hopewell Community Center

#### Room Rentals

- The meeting room may be rented at anytime during open hours. If rented after hours, an additional charge will be made to cover the salary for night manager.
- Room may be rented on an annual basis, payable in one payment or quarterly in advance.
- All room rentals are scheduled between normal operating hours.
- The Department has the right to cancel the reservation within 24 hours notice of the rental time in case of emergency.
- Anyone wanting to decorate the room will be required to pay for the time used.
- If there is any damage to the room or furnishings, the organization or person renting the room will lose the deposit and will be billed for damages.
- There will be **NO SMOKING** in the meeting room or anywhere in the building. **NO DRINKING OF ALCOHOLIC BEVERAGES** and **NO EXCHANGE OF MONEY** in the facility. Any violation of the above will forfeit the deposit. A second violation will terminate the use in the future and forfeiture of second deposit.
- Applicant is responsible for notifying the Recreation Department of any cancellations at least one week (7 days) before the scheduled activity. If you cancel in less time, you will forfeit your rental fee. The deposit will not be refunded.
- **Parties** – Any parties held in the meeting room for children or adults are allowed in the meeting room only. If you wish to use any other part of the building (game room, pool, gym, etc.) you must pay the usual fee per person and abide by all Center rules. Rules for the Center may be obtained at the front desk.

**NOTE:** Anyone renting the meeting room must leave it in the same condition as they found it – trash emptied, floor clean, etc.

- | • Meeting Room Fee: | Without Kitchen  | With Kitchen   |
|---------------------|--|--|
| Resident:           | \$26.00 for 3 hours<br>\$6.00 for each additional hour                   | \$48.00 for 3 hours<br>\$6.00 for each additional hour                   |
| Senior/HC:          | \$18.00 for 3 hours<br>\$6.00 for each additional hour                   | \$30.00 for 3 hours<br>\$6.00 for each additional hour                   |
| Non Resident:       | \$47.00 for 3 hours<br>\$6.00 for each additional hour                   | \$68.00 for 3 hours<br>\$6.00 for each additional hour                   |
| NR Senior/HC:       | \$25 for 3 hours<br>\$6.00 for each additional hour                      | \$45 for 3 hours<br>\$6.00 for each additional hour                      |
| • Gym:              | Half Gym<br>\$26.00 an hour (Resident)<br>\$51.00 an hour (Non Resident) | Full Gym<br>\$51.00 an hour (Resident)<br>\$65.00 an hour (Non Resident) |
| • Pool:             | \$55.00 an hour (Resident)   | \$75.00 an hour (Non-Resident)   |

- **After hours rental will include a fee of \$12.00 an hour for each person deemed necessary for the after hours rental.**

### **Deposits**

- A \$20 refundable security deposit is required for all events that are scheduled during hours of operation in addition to the rental fee.
- A \$25 refundable security deposit is required for all events that are scheduled during non-hours of operation in addition to the rental fee.
- A \$100 refundable security deposit is required during holiday seasons which include the following: Memorial Day weekend, 4<sup>th</sup> of July weekend, Thanksgiving weekend, and the Christmas season which is defined as December 20 through January 3.
- Customer Service Agent or Designee will refund the deposit after the room has been checked for damages to the room or furnishings.

### **Building Supervision Charge**

- A building supervision fee of \$12.00 per hour will be charged of all groups or individuals using the building with the exception of activities defined in Section 1 A, B and C of the Department's Operating Policy, occurring during normal business hours or when the building is otherwise staffed for department activities. If the pool is rented, lifeguards will be paid their hourly rate during the time the pool area is used. Time and a half after hours for lifeguards, and the custodians will be \$12.00 hourly rate.
- Those groups using the facility during normal business hours will be required to pay a fee as defined below for set-up, breakdown and clean-up. Any group wishing to accomplish these tasks themselves may do so without paying the fee.
  - Meeting Room \$10
  - Half Gym \$25
  - Full Gym \$50

Revised 7/1/10

(Increase rental rates)

**Revised 6/17/09 by Director**

**(Items In Bold)**